



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

## JOB DESCRIPTION FINANCIAL SERVICES ADMINISTRATOR ENGINEERING

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
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### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, this position is responsible for the administration of all financial activities to include revenue accountability, operating expenditures, capital improvements, and special fund coordination to support the department's goals and objectives. Reports to the Director of Engineering.

### **ESSENTIAL JOB FUNCTIONS**

Plans, administers, develops, and implements complex fiscal affairs and budgets. Monitors and directs appropriations, expenditures and revenue fund transfer documents; ensures proper record-keeping and bookkeeping procedures. Responsible for accounts payable and accounts receivable; performs forecasting and trend analysis and makes recommendations for cost containment. Reviews financial status, prepares spreadsheets, government accounting reports and related documentation. Responsible for the development and establishment of fiscal operating policies and procedures.

Responsible for the effective supervision and administration of the financial services staff including prioritizing and assigning work, performance management, employee relations, and related activities.

Oversees department purchasing activities; makes recommendations for the purchase and inventory levels of materials, supplies, goods, services, and both leased and owned equipment.

Performs other duties as assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### **REQUIRED KNOWLEDGE**

- Financial Administration – Thorough knowledge of the concepts, principles, practices, laws, and regulations which apply to financial management for local government operations and generally accepted accounting principles (GAAP).
- Management of Personnel – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and employee relations.

## **REQUIRED SKILLS**

- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, managers and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

## **REQUIRED ABILITIES**

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Ability to establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication – Excellent ability to communicate complex ideas and proposals effectively to include the preparation of reports, agendas and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.
- Accounting and Budgeting – Ability to perform complex arithmetic, algebraic and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

## **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Financial Management, Accounting or Business Administration and 5 - 7 years of progressively responsible financial management experience with 2-3 years of supervisory experience, or an equivalent combination of education and experience. A Master's Degree in Finance or a related field and current CPA certification is preferred.

## **ADDITIONAL REQUIREMENTS**

Requires an acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.